



MOBILIZATION AND CALL-BACK PROCEDURE

FC No.: 903

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Appendix A: MCP 903, "Mobilization and Call-Back List"

I. General

Note: This directive does not apply to the routine recurring on call/callback situations.

- A. When responding to any incident or disturbance, it is imperative for the safety of both the officers and citizens that officers act together in teams. Officers must not take action individually, but must perform their assigned tasks as part of a team with the overriding goal of restoring order.
- B. Supervisors and commanders should consider the use of SOD personnel and resources. In any major incident, SOD may provide significant support. SWAT and K-9 officers may be instrumental in crowd control (arrest teams, tear gas deployment, etc.), search and rescue, and any tactical operation. SOD personnel may also be used to supplement the efforts of patrol officers when the number of patrol officers is insufficient. The decision to request SOD will be made by the district/duty commander. (CALEA 46.1.3.a, 46.1.3.f)

II. Chain Of Command

If an incident intensifies and a higher ranking officer arrives on the scene, command of the incident will be turned over from the lower ranking officer to the higher ranking officer. (CALEA 46.1.1)

III. Mobilization

The department encounters situations that require the commitment of a varied degree of police resources. As the need for police resources increases, the department must mobilize. In order to respond in an organized and efficient fashion, mobilization will be conducted in three stages.

- A. **STAGE 1** RESPONSE IS LIMITED TO OFFICERS FROM THE DISTRICT OF OCCURRENCE.

PROCEDURES:

First Arriving Unit

- 1. Request a 10-3 if appropriate.
- 2. Advise ECC of the situation and request assistance. (CALEA 46.1.8.a)
- 3. Give an estimate of the approximate number of officers needed.
- 4. Designate a staging area. (CALEA 46.1.8.c)
- 5. Direct responding officers to the staging area.
- 6. Maintain command until relieved.

Senior Ranking Officer (SRO)

- 1. Take command of the scene.
- 2. Update ECC.
- 3. Evaluate and verify the need for additional units.
- 4. Establish a Command Post at a safe location (upwind and upgrade from a hazardous materials release whenever possible). (CALEA 46.1.8.c)
- 5. Designate a Communications Officer to maintain contact with ECC. (CALEA 46.1.8.a)
- 6. Evaluate the need for the Command Bus and, if needed, request it through ECC. (CALEA 46.1.8.e)
- 7. Designate traffic control points and assign officers to them, if appropriate.
- 8. Deploy teams of officers to carry out specific assignments, if appropriate. (CALEA 46.1.8.f)
- 9. Ensure that all officers assembling at the staging area are equipped with a helmet, gas mask, baton, and body armor. (CALEA 46.1.8.d)

10. Request Prisoner Transport Van(s), if appropriate. (CALEA 46.1.8.h)

Duty/District Commander

1. Monitor the progress of the disturbance.
2. If necessary, respond to the scene and assume command as the SRO.
3. Activate the Incident Command System, if warranted. (CALEA 46.1.8.i)

Emergency Communications Center

1. Notify the shift supervisor and the duty/district commander, and keep them updated on the developing situation.
2. Establish a 10-3 when requested by the SRO, and maintain it until lifted by the SRO.
3. Advise other on-duty district commanders of the disturbance and that officers from their districts may be needed.
4. Notify the Fire/Rescue side of ECC.

B. **STAGE 2 ON-DUTY OFFICERS FROM OTHER DISTRICTS ARE NEEDED TO ASSIST.**

Order of response:

1. Other uniformed officers, as needed.
2. SAT officers (in uniform, if possible.)

PROCEDURES:

Duty/District Commander

1. Respond to the scene and take command.
2. Estimate the total number of additional officers needed.
3. Make the request for additional officers via ECC.
4. Activate the Incident Command System.
5. Ensure that responding officers are directed to the staging area and are deployed in an organized fashion.
6. Evaluate the need for/impact of tear gas.
7. Evaluate the need for SOD personnel/resources (crowd control, searches, etc.).
8. Notify the Chief, Field Services Bureau, or the Chief of Police.

Chief of Police (or designee)

1. Invoke the appropriate departmental alert (see section III.C, below).
2. Notify the County Executive or CAO*.

* If the County Executive declares a state of public emergency, officers will follow the procedures detailed in FC 901, "Disaster and Public Emergency Response." (CALEA 46.1.8.j)

C. **STAGE 3 THE CHIEF OF POLICE, OR DESIGNEE, INVOKES A DEPARTMENTAL ALERT TO MOBILIZE OFF-DUTY OFFICERS.**

The alerts are as follows: (CALEA 46.1.8.b)

READY ALERT: Officers must be READY to respond to duty.

1. Location of all officers must be known by the officer's family or duty station.
2. Officers must be able to report for duty within one hour after notification.
3. Notification will be conducted by using the call-back procedures below. ***An approximate time the ready alert will last, if known, will be given to the officer upon notification.***
4. ***Officers are eligible for standby pay when placed in a ready alert status. (See FC 316, "Overtime Compensation And Premium Pay," section VII; FOP contract, Article 15 §F, "Stand-By Pay;" and MCGEO contract, Article 5 §5.7, "Stand By Pay.")***
5. ECC will maintain a log of events.

RESPOND ALERT: Officers must RESPOND to duty and report to the place where directed.

1. Notification will be conducted by using the call-back procedures below.
2. Officers will respond with their issued body armor, helmet, baton, and gas mask to one of three alternate locations (listed in order of priority):
 - a. The place specified in the notification,
 - b. The Staging Area, or
 - c. The responding officer's duty station.
3. ECC will advise complainants that minor calls will be answered when possible due to the emergency.
4. District/duty commanders will respond to the scene and assume command.

IV. **Call-Back Procedures** (CALEA 46.1.8.a, 46.1.8.f)

A. WEEKDAYS

District Commander

1. Notify all sergeants assigned to the district when told to initiate call-back procedures by the Chief or the Chief's designee.
2. If any supervisor cannot be reached, attempt to contact the next senior person on the shift/unit. Continue to make calls until someone from the shift/unit is contacted. The responsibility of alerting the shift/unit is passed down the shift/unit

chain of command and rests with the individual contacted.

3. Include in the notification message:
 - a. ALERT type,
 - b. Nature of the incident, and
 - c. Specific location where officers are to report (applicable to RESPOND alerts).
4. Keep a written log of all officers notified.
5. Include the following information in the log:
 - a. Name and ID# of each officer,
 - b. Phone number where each officer can be reached,
 - c. Availability status of each officer, and
 - d. Time each officer was contacted or time notification was attempted, if unsuccessful.
6. Test the call-back procedure at six month intervals (refer to section IV.C.)

Shift Level

The sergeant will conduct the following procedure. If the sergeant is unavailable, the corporal or SRO will be responsible for completing the task.

1. Notify their respective corporals.
2. Ensure telephone notification of the shift is made.
3. Include in the notification message:
 - a. ALERT type,
 - b. Nature of the incident, and
 - c. Specific location where officers are to report (applicable to RESPOND alerts).
4. Maintain a written record of officers contacted, to include:
 - a. Name and ID# of each officer,
 - b. Phone number where each officer can be reached,
 - c. Availability status of each officer, and
 - d. Time each officer was contacted or time notification was attempted, if unsuccessful.
5. Report back to the district commander (via telephone) with a count of available officers after attempting to notify each officer once.
6. If additional information becomes available changing the status of any officer, update the district commander as soon as possible.
7. At the conclusion of the incident, turn written logs over to the district commander.

ECC Supervisor

1. Notify supervisors of specialized units when notified by the Chief of Police, or designee.
2. If any supervisor cannot be reached, attempt to contact the next senior person in the unit. Continue to make calls until someone from the unit is contacted. The

responsibility of alerting the unit is passed down the unit chain of command and rests with the individual contacted.

3. Include in the notification message:
 - a. ALERT type,
 - b. Nature of the incident,
 - c. Specific location where officers are to report (applicable to RESPOND alerts), and
 - d. Name of the executive officer to whom the supervisor must report.
4. Keep a written log of all supervisors notified, to include:
 - a. Name and ID# of each officer,
 - b. Phone number where each officer can be reached,
 - c. Availability status of each officer, and
 - d. Time each officer was contacted or time notification was attempted, if unsuccessful.
5. At the conclusion of the incident, turn written logs over to the supervisors of the specialized units contacted.

Supervisors of Specialized Units

1. Notify officers assigned to the unit according to unit policy. Include in the notification message:
 - a. ALERT type,
 - b. Nature of the incident, and
 - c. Specific location where officers are to report (applicable to RESPOND alerts).
2. Keep a written log of all officers notified, to include:
 - a. Name and ID# of each officer,
 - b. Phone number where each officer can be reached,
 - c. Availability status of each officer, and
 - d. Time each officer was contacted or time notification was attempted, if unsuccessful.
3. Test the call-back procedure at six month intervals (refer to section IV.C.)

B. EVENINGS/WEEKENDS

Duty Commander

Instruct ECC to contact PSAs at each station once the Chief, or designee, orders a call-back.

Emergency Communications Center

1. Notify PSAs at each station and the supervisors of specialized units when instructed by the duty commander.
2. All other responsibilities are the same as under the WEEKDAY procedure above.

PSAs

1. Notify the district commander.
2. Call all sergeants.
3. Include in the notification message:
 - a. ALERT type,
 - b. Nature of the incident, and
 - c. Specific location where officers are to report (applicable to RESPOND alerts).
4. Keep written log of officers notified, to include:
 - a. Name and ID# of each officer,
 - b. Phone number where each officer can be reached,
 - c. Availability status of each officer, and
 - d. Time each officer was contacted or time notification was attempted, if unsuccessful.
5. Contact the duty commander with the number of available officers as soon as possible, and in any event, after all sergeants have given an availability report to the PSA.
6. If additional information becomes available changing the status of any officer, update the district commander as soon as possible.
7. At the conclusion of the incident, turn written logs over to the district commander.

Shift Level

All duties are the same as in the WEEKDAY procedure except the PSA will be notified of the number of available officers instead of the district commander.

Supervisors of Specialized Units

All duties are the same as in the WEEKDAY procedure (above).

C. TESTING THE CALL-BACK PROCEDURE

1. Testing of the call-back procedure by practical exercise will take place at each district station and specialized unit. The drills are to be unannounced and are to be scheduled by the district/unit commanders. Each station will test a maximum of two shifts of patrol officers per year (district commanders may elect to test two shifts in one drill or one shift in each of two drills). Specialized units will test at six month intervals. The day of the week and the time of day should be varied from drill to drill to provide the department with information about the probable availability of its officers. (CALEA 46.1.8.j)
2. A memorandum and **MCP 903, "Mobilization and Call-Back List,"** will be sent to the Chief of Police, and a copy will

be forwarded to the **Staff Inspections Section**, detailing the results of each test to include:

- a. Day, date, and time of test,
 - b. Time needed for the designated caller to report with an availability count,
 - c. Total number of officers available, and
 - d. Total time needed to complete the call-back test.
3. All calls will be made by an on-duty employee designated by the district/unit commander at the time of the test.
 4. Officers who simply answer the telephone during a drill will receive no compensation.

V. **Proponent Unit:** FSB Administration

VI. **Cancellation**

This directive cancels Function Code 903, effective date 07-26-99.



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